

## **2023 Paper “Lite” Trail Guide for TSA Reps, Coaches and Meet Administrators**

The “Paper Lite Trail” begins with families declaring entry into or out of the swim meet on your individual Team SwimTopia accounts. Guidance is by noon Sunday prior to the meet. TSA Reps/coaches may negotiate a later timeline, but both must agree else default is the earliest time needed.

Coaches then seed the meet in SwimTopia by Midnight and mark their team as **READY** in SwimTopia.

Meet Administrator or TSA Rep of the HOME team will **Lock out Changes** and **Build the Meet** from SwimTopia which then generates the meet in Meet Maestro for both teams on their schedule in their independent team websites. Guidance is on Monday approximately 10:00am.

Home team Rep or Meet Admin then checks with opposing team that the meet is correct, checking for lane assignments and options to fill in any gaps.

Home team then **Prints** the following **Official Meet Documents**:

1. One Place Judge Report. This is a 33 page document printed for Heat 1 only. This becomes the OOF report to be filled out together by the OOF judges and run to the Meet Admin table during the meet after events are completed.
2. 1 set of single sided Heat sheets for Home team Clerk of Course – marked **Master**
3. 1 set of single sided Heat sheets for Away team Clerk of Course – marked **Master**
4. Heat sheets for home volunteer’s use
5. Timer sheets for all lanes if used. Guidance is to print 4 to 5 events per page for the sake of timely entries into Meet Maestro.
6. Agreement of Score form if felt necessary.
7. Deck Change forms as needed.

Away team is responsible for printing out heat sheets for their own volunteer’s use.

Home team brings these Official Meet Documents to the meet and places visibly at the meet admin table available for **Deck Changes**.

Any changes to the lineup/heat sheets once documentation is printed is then made via DECK CHANGE.

- Deck Changes before the meet begins can be made by hand using Deck Change form. Documents at the meet admin table by the coaches. Ideally from 5:00pm to 5:55pm.
- Once the meet begins any changes to main events must be brought to the Clerks of course and end at Meet Admin table to ensure the accurate swimmers on record.
- Changes not affecting the Main Event can be documented by the Clerks of Course and do not need TSA rep assistance or approval.

#### Official Meet Paperwork Trail:

- Place Judge report is handed to OOF Judges, as it should directly match the Clerk of Course paperwork if all was done correctly.
- Clerk of Course Heat Sheets will be marked "Official" and any deck changes can be handwritten as swimmers are seated in chairs prior to the swim.
- Order of Finish pages will be run to the meet admin table after every two main events.
- Meet admin table will review main event OOF / Place Judge Report if needed to verify times collected for accurate scoring or declaring a tie.
- Meet admin may enter times of all swimmers but not at the cost of delaying the completion of the meet.
- Master Clerk of Course heat sheets and any deck change forms are brought to Meet admin table at the completion of the meet, or pages as needed during the meet if necessary. This is to reconcile added swimmers in secondary heats after the start of the meet.
- DQ slips are collected by the runner and brought to the Meet Admin table in a timely manner.
- Timer sheets will be run to meet admin table if used.
- Master Clerk of Course Heat Sheets "go home" with the appropriate team. Home keeps home, Away keeps away record.

#### Meet Administrator

- Ensures times for Main Events are entered first.
- Enters DQ slip report second
- Reviews Place Judge report into Meet Maestro or validates places are accurately scored third.
- Ties can be determined if data deems appropriate and should be approved by TSA Reps on both teams.
- Enters any heat times, but not at the cost of delaying the meet. Heat times can be entered the next day or within 24 hours of the completion of the meet.
- Finishes and Exports results within 24 hours of the completion of the meet. Be sure to validate away team has entered all their swimmer's times before Finishing and Exporting results.

TSA Reps can report the score of the meet live based on Main Event scored in Meet Maestro.

TSA Reps may sign additional Agreement of Score form as needed. This form is found on league website under printable forms.

Meet Maestro data is automatically loaded into both Home and Away team SwimTopia accounts as well as League Website once the meet is Finished and Exported.